

**PARK AND RECREATION COMMISSION  
TOWN OF NEEDHAM, MASSACHUSETTS**

**DIRECTOR'S REPORT**

**June 7, 2013**

*Background notes for Monday, June 10<sup>th</sup>  
Park and Recreation Commission Agenda*

---

**CONGRATULATIONS**

We are all very happy for Cassandra and her husband Jim on the birth of their baby girl Dakota on June 4<sup>th</sup>. Everyone is doing fine. We miss having Cassandra in the office, but are all so happy that she's home with a healthy baby!

---

**SUMMER PREPARATION**

Registration continues for programs, and will start on June 18<sup>th</sup> for swimming lessons. First up will be the pool opening on June 21<sup>st</sup>. Because of the late school year, programs will not start until July 1<sup>st</sup>. As we haven't had our department's Facebook page set up, yet, we are posting information on the Town Manager's page. Nicole and Karen have utilized photos from last summer's collection to illustrate the fun at each of our programs. Stay tuned for lots more!

Training has begun, starting with the supervisors. Program directors have their training this weekend, and the whole staff will attend their first training on June 12<sup>th</sup> followed by small group trainings. We typically discuss a variety of safety issues, but will be including discussions about Newton, CT, the Marathon bombings and recent incidents of drowning in nearby communities during this year's training.

We do have many happy issues to discuss during training, too. Creativity and marketing will be featured. The theme of the summer is "We're glad you are here!" so it will be shown in many ways.

Pre-season maintenance continues at the pool. DPW has helped with the first mowing and clean-up, so our summer staff will continue from there. Public Facilities has done some small repairs throughout the building, which is a great help.

We're still trying to hire our final two lifeguards. We've interviewed several who indicate interest in the position, and when we formally offer the position, they have declined for a variety of reasons. We have two more potential filling out applications, now.

---

**HAROLD STREET TRUST**

The \$22,000 check has come from the estate of Harold Street, so it is deposited into the Gift Fund until the Commission determines how it will be spent. Ideas from each Commission member can be discussed at the meeting.

---

### **ACCOUNTING SYSTEM**

We are working hard preparing for the transition to new accounting software for the Town on July 1<sup>st</sup>. Payroll and all the accounting related to expenses and revenue will transition. It makes the closing of the fiscal year a bit more challenging, but the new system will be more efficient. If Park and Recreation could choose a new fiscal year date, it would never be July 1<sup>st</sup> – but, we will make it all work!

---

### **GREENE'S FIELD**

The bids will be open on June 10<sup>th</sup>, so the apparent low bidders will be known at that time. There is still some work that needs to be done to evaluate the bid documents to insure that all criteria is met, to avoid any possible bid protests.

---

### **DeFAZIO LIGHTS**

Last week, MUSCO contacted me that they were getting a report that the radio unit, that receives information for the lights, was intermittently not working. It hadn't impacted our use, but they had me do some tests at the site and determined that the radio should be replaced. They sent the unit to the local electrical company they work with and I met him at the site two days later so that he could replace the radio. At that time, the unit that stores the schedule stopped working, so MUSCO had to overnight that unit, and I had to have summer staff manually turn the lights on and off for three nights. That unit is now repaired, but apparently, something else needs to be fixed. Right now, the lights are working off of the schedule, so there is no impact on use. We only have one more week of light usage and then, with a few exceptions, will be done until the fall. Special thanks to Maura Tully and Joe Vespa for helping out with the manual operations!

---